



Job Aid - Maintaining Source Type, Category, and SubCategory Values

State of Kansas

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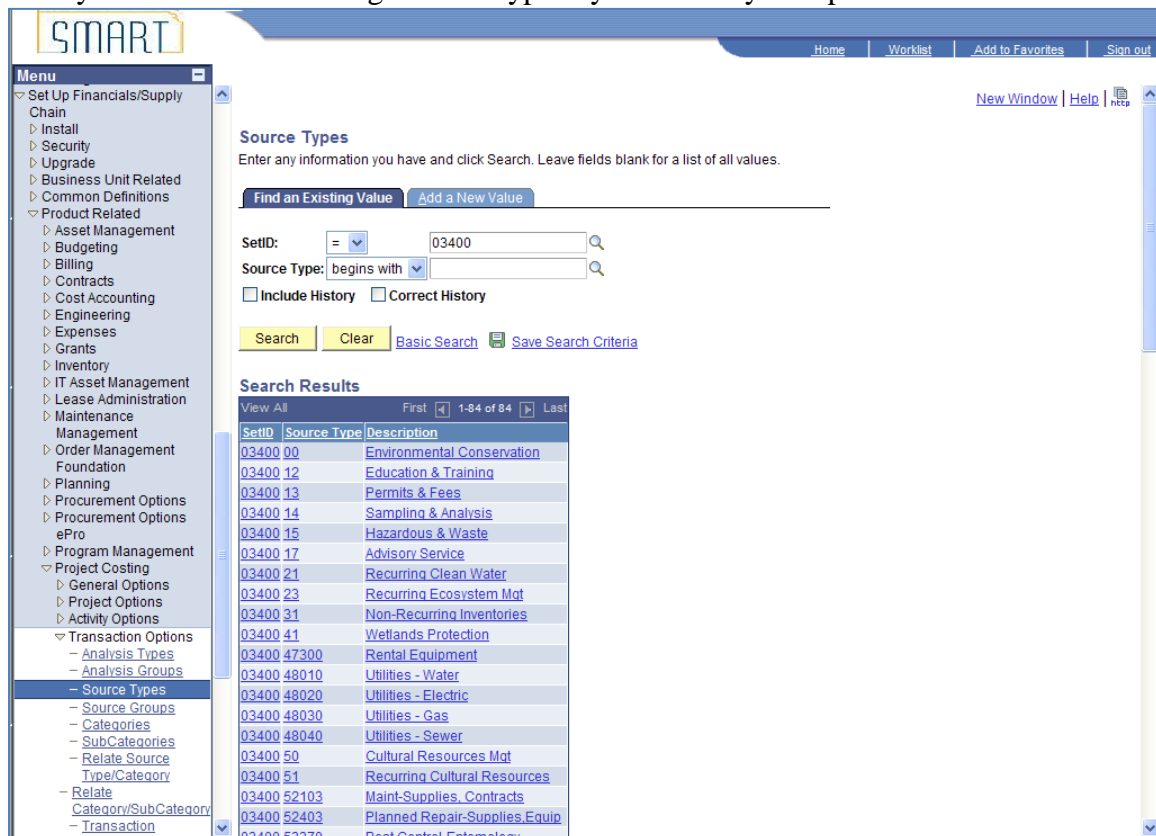
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Update and Maintain Source Types

ROLE: AGENCY PROJECTS MAINTAINER

PATH: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types

Here you can find an existing Source Type if you have any set up



Source Types
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

SetID:

Source Type: begins with

☐ Include History ☐ Correct History

[Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-84 of 84 Last

SetID	Source Type	Description
03400 00		Environmental Conservation
03400 12		Education & Training
03400 13		Permits & Fees
03400 14		Sampling & Analysis
03400 15		Hazardous & Waste
03400 17		Advisory Service
03400 21		Recurring Clean Water
03400 23		Recurring Ecosystem Mgt
03400 31		Non-Recurring Inventories
03400 41		Wetlands Protection
03400 47300		Rental Equipment
03400 48010		Utilities - Water
03400 48020		Utilities - Electric
03400 48030		Utilities - Gas
03400 48040		Utilities - Sewer
03400 50		Cultural Resources Mgt
03400 51		Recurring Cultural Resources
03400 52103		Maint-Supplies_Contracts
03400 52403		Planned Repair-Supplies,Equip
03400 52270		Rest,Control,Estimation

Project Costing uses transactions to track, analyze, and report on actual and planned project costs. You assign **Source Types** to individual transactions to identify the transaction's purpose. Source types can be as general or as specific as needed. For example, you can use a Salary source type to track total project Salary costs. Source Types are mostly used for reporting purposes within SMART. Source Types are optional. Source Types are keyed under the agency-specific SETID, so each agency will have its own values.

You may add additional Source Types using your agency's SetID (i.e. your agency number).

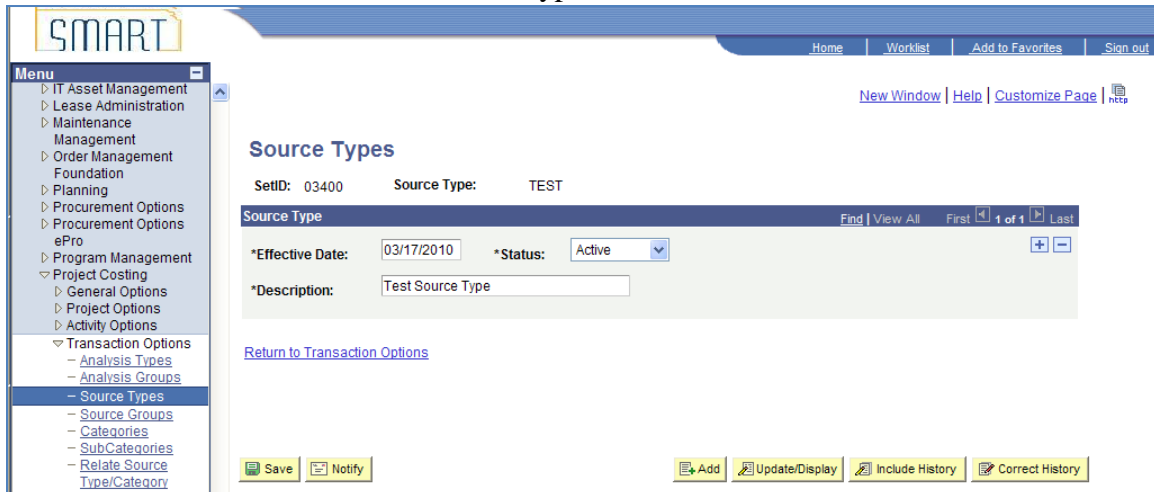
1. Name your new Source Type and click Add



The screenshot shows the SMART application interface. On the left is a menu with various options. The main area is titled 'Source Types'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are input fields for 'SetID' (03400) and 'Source Type' (TEST). An 'Add' button is visible below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Field Name	Description
SetID	Use your agency SETID, which is the same as your Business Unit.
Source Type	Name the Source Type as defined by your agency.

2. Enter details for the new Source Type and click Save



The screenshot shows the SMART application interface. On the left is a menu with various options. The main area is titled 'Source Types'. Below the title, there are input fields for 'SetID' (03400) and 'Source Type' (TEST). Below these, there are fields for '*Effective Date' (03/17/2010) and '*Status' (Active). There is also a '*Description' field with the text 'Test Source Type'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. There is also a link for 'Return to Transaction Options'.

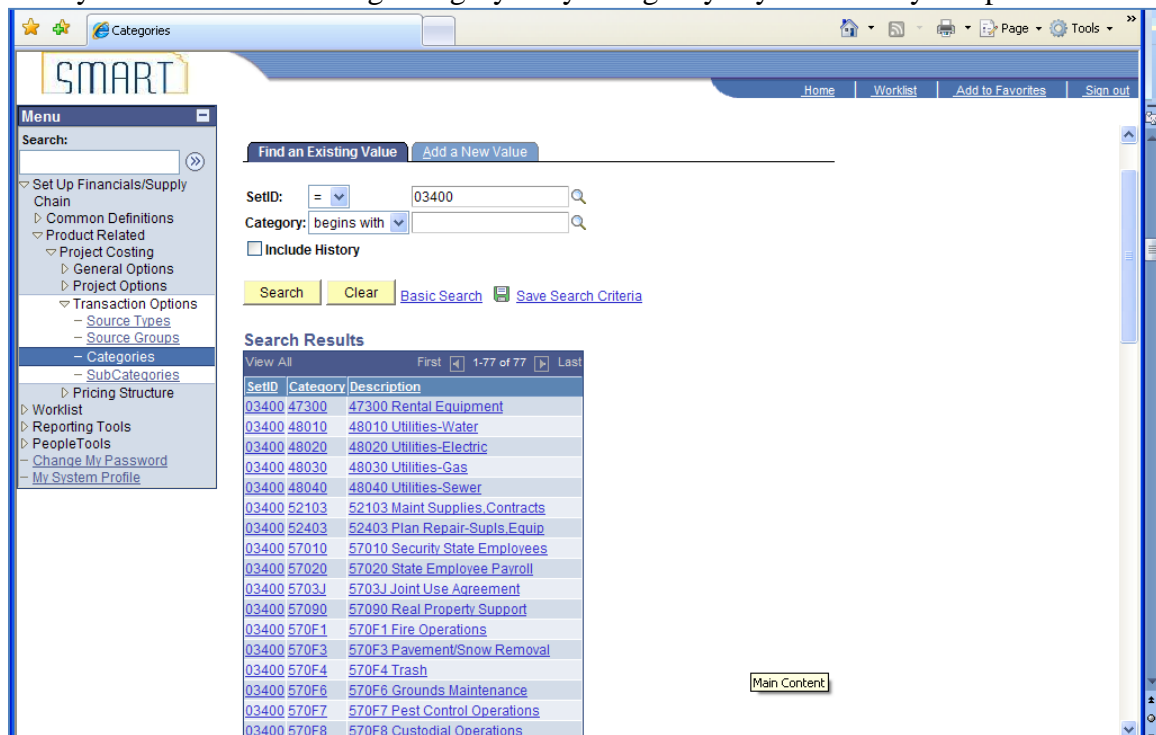
Field Name	Description
Effective Date	Use an Effective Date of the current date for newly created values. If updating an existing value, use the appropriate date the change should be effective upon.
Status	Use the available statuses of Active or Inactive.
Description	Provide a short description of the Source Type.

Update and Maintain Categories

ROLE: AGENCY PROJECTS MAINTAINER

PATH: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Categories

Here you can find an existing Category for your agency if you have any setup.



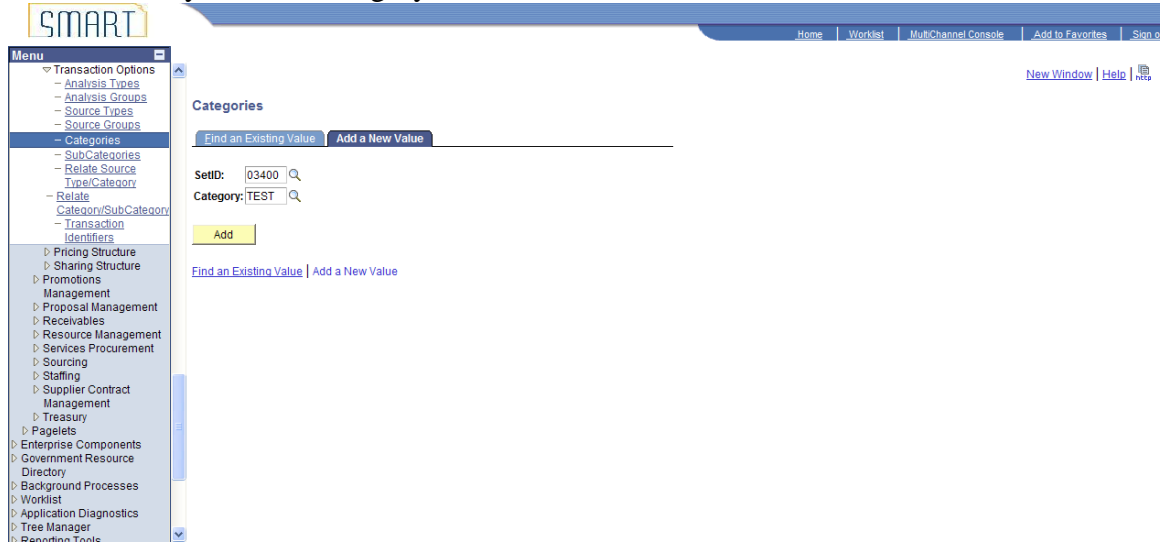
The screenshot shows the 'Categories' page in the SMART application. The left sidebar menu is expanded to 'Categories'. The main content area has a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below the search bar, there are input fields for 'SetID' (with a dropdown arrow) and 'Category' (with a dropdown arrow and a search icon). There is also an 'Include History' checkbox. Below these are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search Results' section shows a table with columns 'SetID', 'Category', and 'Description'. The table lists various categories for SetID 03400, including '47300 Rental Equipment', '48010 Utilities-Water', '48020 Utilities-Electric', '48030 Utilities-Gas', '48040 Utilities-Sewer', '52103 Maint Supplies Contracts', '52403 Plan Repair-Supls Equip', '57010 Security State Employees', '57020 State Employee Payroll', '5703J Joint Use Agreement', '57090 Real Property Support', '570F1 Fire Operations', '570F3 Pavement/Snow Removal', '570F4 Trash', '570F6 Grounds Maintenance', '570F7 Pest Control Operations', and '570F8 Custodial Operations'.

SetID	Category	Description
03400	47300	Rental Equipment
03400	48010	Utilities-Water
03400	48020	Utilities-Electric
03400	48030	Utilities-Gas
03400	48040	Utilities-Sewer
03400	52103	Maint Supplies Contracts
03400	52403	Plan Repair-Supls Equip
03400	57010	Security State Employees
03400	57020	State Employee Payroll
03400	5703J	Joint Use Agreement
03400	57090	Real Property Support
03400	570F1	Fire Operations
03400	570F3	Pavement/Snow Removal
03400	570F4	Trash
03400	570F6	Grounds Maintenance
03400	570F7	Pest Control Operations
03400	570F8	Custodial Operations

Project Costing uses transactions to track, analyze, and report on actual and planned project costs. **Categories** and SubCategories further define Source Types. Although defining Categories and SubCategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs. Categories are keyed under the agency-specific SETID, so each agency will have its own values.

You may add additional Categories using your agency's SetID (i.e. your agency number).

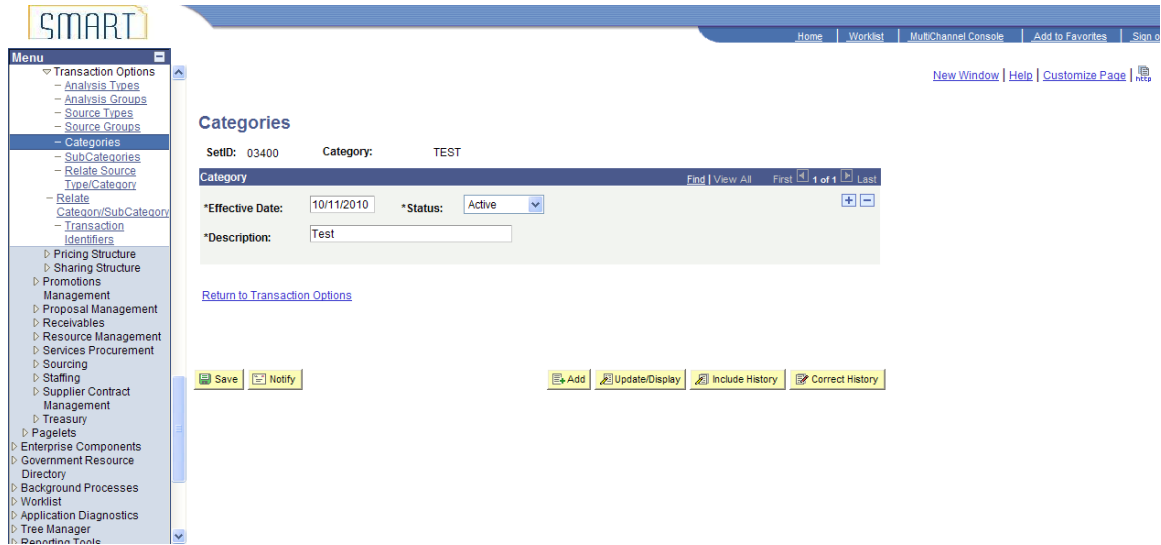
1. Name your new Category and click Add



The screenshot shows the SMART application interface. On the left is a 'Menu' sidebar with various options. The 'Categories' option is selected. The main content area is titled 'Categories' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are input fields for 'SetID' (containing '03400') and 'Category' (containing 'TEST'). Below these fields is an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Field Name	Description
SetID	Use your agency SETID, which is the same as your Business Unit.
Category	Name the Category as defined by your agency.

2. Enter details for the new Category and click Save



The screenshot shows the SMART application interface. On the left is a menu with various options like Transaction Options, Analysis Types, Source Types, and Categories. The main area displays the 'Categories' form. The form has a header with 'SetID: 03400' and 'Category: TEST'. Below this is a table with one row containing the category details. The table has columns for 'Effective Date' (10/11/2010), 'Status' (Active), and 'Description' (Test). At the bottom of the form are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

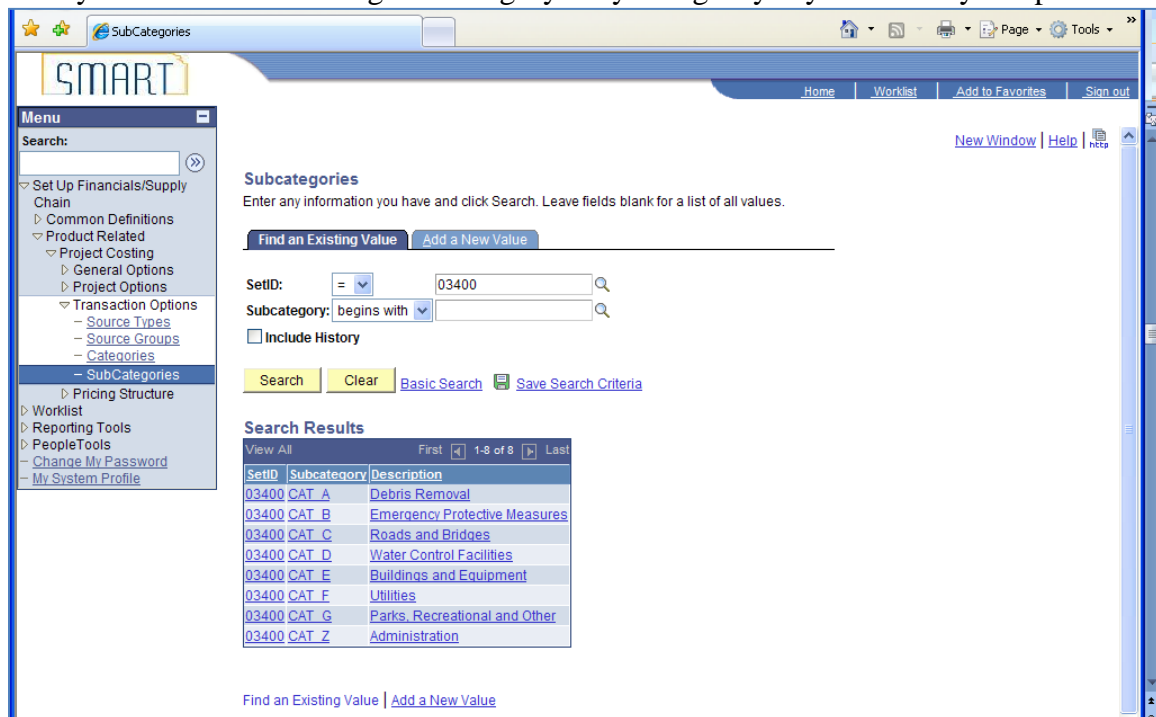
Field Name	Description
Effective Date	Use an Effective Date of the current date for newly created values. If updating an existing value, use the appropriate date the change should be effective upon.
Status	Use the available statuses of Active or Inactive.
Description	Provide a short description of the Category.

Update and Maintain SubCategories

ROLE: AGENCY PROJECTS MAINTAINER

PATH: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > SubCategories

Here you can find an existing SubCategory for your agency if you have any setup



The screenshot shows the SMART SubCategories web application. The interface includes a top navigation bar with links like Home, Worklist, Add to Favorites, and Sign out. A left sidebar contains a menu with options such as Set Up Financials/Supply Chain, Common Definitions, Product Related, Project Costing, General Options, Project Options, Transaction Options, Source Types, Source Groups, Categories, SubCategories, and Pricing Structure. The main content area is titled 'Subcategories' and contains a search form with fields for SetID (03400) and Subcategory (begins with). Below the search form is a table of search results.

SetID	Subcategory	Description
03400 CAT_A		Debris Removal
03400 CAT_B		Emergency Protective Measures
03400 CAT_C		Roads and Bridges
03400 CAT_D		Water Control Facilities
03400 CAT_E		Buildings and Equipment
03400 CAT_F		Utilities
03400 CAT_G		Parks, Recreational and Other
03400 CAT_Z		Administration

Project Costing uses transactions to track, analyze, and report on actual and planned project costs. **SubCategories** further define Source Types and Categories. Although defining Categories and SubCategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs. SubCategories are keyed under the agency-specific SETID, so each agency will have its own values.

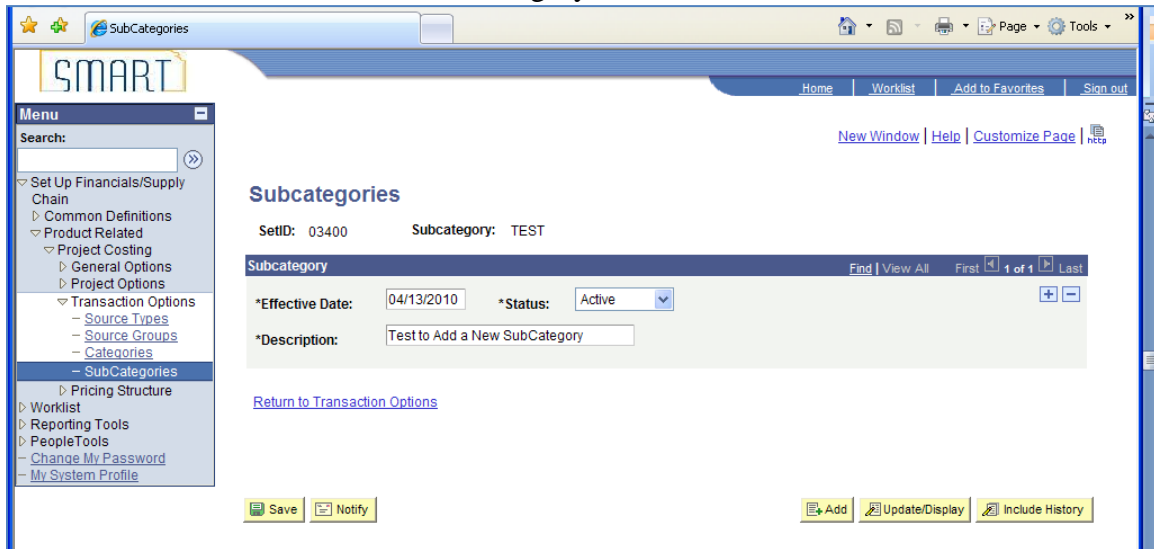
You may add additional SubCategories using your agency's SetID (i.e. your agency number).

1. Name your new SubCategory and click Add



Field Name	Description
SetID	Use your agency SETID, which is the same as your Business Unit.
Subcategory	Name the Subcategory as defined by your agency.

2. Enter details for the new SubCategory and click Save



The screenshot shows the SMART SubCategories form. The form is titled 'Subcategories' and displays the following information:

- SetID:** 03400
- Subcategory:** TEST
- *Effective Date:** 04/13/2010
- *Status:** Active (dropdown menu)
- *Description:** Test to Add a New SubCategory

At the bottom of the form, there are several buttons: **Save**, **Notify**, **Add**, **Update/Display**, and **Include History**. There is also a link to [Return to Transaction Options](#).

Field Name	Description
Effective Date	Use an Effective Date of the current date for newly created values. If updating an existing value, use the appropriate date the change should be effective upon.
Status	Use the available statuses of Active or Inactive.
Description	Provide a short description of the SubCategory.